

(b) A roll call vote shall be taken on all motions which require a majority or greater vote of all members of the Board of Trustees, including all ordinances, resolutions and orders for the appropriation of money or entering into of a contract; overriding the Mayor's veto; ordinances enacted as emergency provisions; and appointment of officers. (Prior code 5.6; Ord. 348, § 1, 1992)

Sec. 2-29. Record and publication of ordinances.

All ordinances, as soon as may be after their passage, shall be recorded in a book kept for that purpose, and authenticated by the signature of the presiding officer of the Board of Trustees and the Town Clerk. All laws of a general or permanent nature, and those imposing any fine, penalty or forfeiture, shall be published in a newspaper of general circulation in the Town. Such laws and ordinances shall not take effect and be in force until the expiration of thirty (30) days after they have been so published or posted, except for ordinances calling for special elections or necessary for the immediate preservation of the public health or safety and containing the reasons making the same necessary in a separate section. The excepted ordinances shall take effect upon adoption, provided that they shall have been passed by an affirmative vote of three-fourths ($\frac{3}{4}$) of the members of the Board of Trustees. (Prior code 5.7)

Sec. 2-30. Vote required.

All ordinances and resolutions, or orders for the appropriation of money or to enter into contract, shall require for their passage or adoption the concurrence of a majority of all the members elected of the Board of Trustees. All ordinances which are to take effect under an emergency clause shall require an affirmative vote of three-fourth ($\frac{3}{4}$) of the members of the Board of Trustees. In all other matters, a majority of the votes cast is sufficient for passage or adoption. (Prior code 5.8)

Secs. 2-31—2-50. Reserved.

ARTICLE III

Officers and Employees

Sec. 2-51. Salaries generally.

The salary of the Mayor and any Trustee of the Town shall not be increased or diminished during the term for which he or she has been elected or appointed except in the case of abolition of an office, in which case the compensation of the office shall cease at the time of such abolishment. The Mayor, any Trustee and any officer of the Town who has resigned or vacated an office prior to the end of his or her elective or appointive term shall not be eligible to reelection or reappointment to the same during such term if during such term the compensation has been increased. (Ord. 1002, § 2, 2009; Ord. 1003, § 1, 2009)

Sec. 2-52. Town Clerk; salary; bond.

A Town Clerk shall be appointed within one (1) month after each general municipal election. The Town Clerk shall receive as full compensation for his or her services as such Clerk the sum set by the Town's administrative salary schedule, payable in equal monthly payments. Before entering upon the duties of the office, a surety bond shall be purchased for the Town Clerk, premium to be paid by the

Town through its insurance policy, conditioned upon the faithful discharge of his or her duties as Town Clerk and that, when he or she shall vacate such office, he or she will turn over and deliver to his or her successor all monies, books, papers, property or things belonging to the Town and remaining in his or her hands as Town Clerk. (Ord. 1002, § 2, 2009)

Sec. 2-53. Duty to keep records.

The Town Clerk shall have the custody of all the laws, ordinances and resolutions of the Town, and shall keep a regular and correct journal of the proceedings of the Board of Trustees. The Town Clerk shall record all ordinances and resolutions passed by the Board of Trustees in books provided for such purpose, and shall publish all ordinances and other matters requiring publication and keep proofs thereof. The Town Clerk shall keep on file all contracts and leases to which the Town is a party, all deeds and other instruments relating to Town-owned real estate, and all reports of officers to the Board of Trustees. The Town Clerk shall keep and maintain all Town records in accordance with the State Retention Code. The Town Clerk shall have custody of the seal of the Town and shall affix the same to all instruments as may be required. The Town Clerk shall perform such other duties as may be required by this Code. (Ord. 1002, § 2, 2009; Ord. 1003, § 1, 2009)

Secs. 2-54, 2-55. Reserved.

Sec. 2-56. Town Treasurer; salary; bond.

A Town Treasurer shall be appointed one (1) month after the general municipal election. Before entering upon the duties of his or her office, a surety bond shall be purchased for the Town Treasurer, premium to be paid by the Town through its insurance policy, conditioned upon the faithful discharge of his or her duties as Treasurer and that when he or she shall vacate such office, he or she will turn over and deliver to his or her successor all monies, books, papers, property or things belonging to the Town and remaining in his or her charge as such Treasurer. (Ord. 1021, § 2, 2009)

Sec. 2-57. Duties.

(a) The Treasurer shall be the custodian of all funds belonging to the Town and shall pay no money out except upon warrants or drafts as follows:

(1) For Town employee checks or drafts, one (1) authorized signature shall be required; and

(2) For checks or drafts of ten thousand dollars (\$10,000.00) or less, one (1) authorized signature shall be required; and

(3) For checks or drafts of more than ten thousand dollars (\$10,000.00), two (2) authorized signatures shall be required.

(b) Authorized signatures are as follows:

(1) Town Finance Director;

(2) Town Clerk;

(3) Town Administrator;